



## THE CITY OF SAN DIEGO

November 23, 2009

Dear Potential City of San Diego FY 2011 CDBG Applicant:

The City of San Diego's FY 2011 Community Development Block Grant (CDBG) Applications will be available to the public tomorrow (**November 24, 2009**). The deadline for application submittal is **January 6, 2010 at 5:00 pm**.

### "IMPORTANT INFORMATION":

- On November 16, 2009, the City Council approved revisions to Council Policy 700-02 regarding the CDBG Program. A copy of the revised document will be posted on the CDBG Program's website and available for distribution upon final filing by the City Clerk's office. The following items of interest will be included in the revision to the Council policy:
  1. Funding priorities will be based on the City's 5-year Consolidated Plan and prioritized by the City Council annually.
  2. CDGB funds shall not be used for new Section 108 loans.
  3. No allocation of CDBG funds will be made to an economic development or non-capital project of less than \$50,000.
  4. No allocation of CDBG funds will be made to a capital project of less than \$100,000, unless funding at a lesser amount is necessary to complete a project and the project will be completed within 18 months.
  5. No allocation of CDBG funds will be made to projects that are phased over multiple years. (It is the intent of the City Council that this policy serve to ensure that priority be given to projects where the funding will complete the project.)
  6. The public services category of activities shall be open to all eligible applicants, including City programs. A portion of the public service funds shall be set aside for the City's homeless programs that require funds to match other grants.
  7. Beginning with Fiscal Year 2012 allocations, a Consolidated Plan advisory board will review applications and provide recommendations to the Council.
- There are four separate application forms available for this application process. The four application categories are as follows: 1) Capital Improvement Projects (CIP); 2) Public Services; 3) Community/Economic Developed (non-CIP); and 4) Community-Based Development Organization (CBDO).
- The application forms will be posted on the CDBG Program's website on the afternoon of November 24, 2009.
- Faxed, e-mailed, incomplete, or late applications will be deemed ineligible.



### City Planning & Community Investment

1200 Third Avenue, Suite 1400 • San Diego, CA 92101

Tel (619) 236-6700 Fax (619) 533-3219



There will be three (3) methods of distribution for the CDBG application on November 24, 2009:

1. A copy of the application can be accessed from the City of San Diego's CDBG website at [www.sandiego.gov/cdbg/apps/index.shtml](http://www.sandiego.gov/cdbg/apps/index.shtml).
2. The Word version of the application forms, which will allow applicants to fill-in the requested information via a computer, may be obtained by e-mailing a request to the CDBG Program at [CDBG@sandiego.gov](mailto:CDBG@sandiego.gov).
3. A hard copy of the application can be obtained by calling the CDBG Office at (619) 236-6476.

Mandatory workshops for technical assistance are listed on the schedule below. Only one workshop attendance is necessary for each application category.

**NOTE:** Space is limited for workshops being conducted at the CDBG Program Office location. Potential applicants must submit RSVP requests for the workshops being conducted on 12/02/09, 12/04/09, 12/16/09, and 12/17/09. The RSVP requests can be submitted via e-mail ([CDBG@sandiego.gov](mailto:CDBG@sandiego.gov)) or via phone (236-6476).

Date	Time	Location	Funding Category
12/01/09	10:00 am	SD Concourse, Rooms 206-209 202 C Street, SD, CA 92101	Capital Improvement Projects
12/01/09	1:30 pm	SD Concourse, Rooms 206-209 202 C Street, SD, CA 92101	Public Services
12/02/09	2:30 pm	CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101	Capital Improvement Projects
12/03/09	2:30 pm	CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101	Community/Economic Development
12/04/09	10:00 am	CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101	Community-Based Development Organization
12/15/09	10:00 am	War Memorial Auditorium 2125 Park Blvd, SD, CA 92101	Public Services
12/15/09	2:00 pm	War Memorial Auditorium 2125 Park Blvd. San Diego, CA 92101	Capital Improvement Projects
12/16/09	2:00 pm	CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101	Community/Economic Development
12/17/09	10:00 am	CDBG Program Office 1200 Third Avenue, Suite 1400 San Diego, CA 92101	Public Services

**Please be reminded that an approved allocation of FY 2011 CDBG funds does not authorize the implementation of project services or expenditure accrual. Only an executed written agreement authorizes implementation of project activities. Project activities conducted and/or expenditures accrued prior to the FY 2011 Agreement execution date will not be eligible for reimbursement by the City with CDBG funds.**

Sincerely,

A handwritten signature in cursive script, reading "Angela Nazareno". The signature is fluid and includes a large loop at the end.

Angela Nazareno  
CDBG Program Administrator